DATA ITEM DESCRIPTION	
1. TITLE **System Safety Program Plan**	2. IDENTIFICATION NUMBER FAA-DI-SAFT-102

3. DESCRIPTION/PURPOSE

3.1 The Contractor must detail in the System Safety Program Plan (SSPP) the Contractor's program scope, safety organization, program milestones, requirements and criteria, hazard analyses, safety data, safety verification, audit program, training, accident/incident reporting, and interfaces.

4. APPROVAL DATE (YYYY/MM/DD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) ATO-S Safety Risk Management Office (AJS-2)

6. APPLICATION/INTERRELATIONSHIP

6.1 This Data Item Description (DID) contains the format and content preparation instructions for the SSPP.

7. PREPARATION INSTRUCTIONS

7.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, must be as specified in the contract and in accordance with the SRMGSA in the AMS FAST Toolset.

7.2 Format. The SSPP format must be "contractor selected." Unless the effective presentation would be degraded, the initially selected format must be used for all subsequent submissions.

7.3 Content. The SSPP includes details of those methods the contractor uses to implement each system safety task called for in the Government provided PSP, the Statement of Work, and those safety-related documents listed in the contract for compliance. Examples of safety-related documents include Occupational Safety and Health Administration (OSHA) regulations, DO-264 Guidelines for Approval of the Provision and Use of Air Traffic Services supported by Data Communications, DO-278 Guidelines for Communications, Navigation, Surveillance, and Air Traffic Management (CNS/ATM) Systems Software Integrity Assurance, DO-178B Software Considerations in Airborne Systems and Equipment Certification, and other national standards, such as the National Fire Protection Association (NFPA). The SSPP lists all requirements and activities required to satisfy the system safety program objectives, including all appropriate, related tasks. A complete breakdown of system safety tasks, subtasks, and resource allocations of each program element through the term of the contract is also included. A baseline plan is required at the beginning of the first contractual phase (e.g., Demonstration and Validation or Full-Scale Development) and is updated at the beginning of each subsequent phase (e.g., Production) to describe the tasks and responsibilities for the follow-on phase.

The SSPP must contain the following items:

7.3.1 Program Scope: The plan must include a systematic, detailed description of the scope and magnitude of the overall SSPP and its tasks. This includes a breakdown of the project by organizational component, safety tasks, subtasks, events, and responsibilities of each organizational element, including resource allocations and the contractor's estimate of the level of effort necessary to effectively accomplish the contractual task.

7.3.2 System Safety Organization: Detail the System Safety Organization, including the following information:

- The system safety organization or function as it relates to the program organization
- Responsibility and authority of all personnel with significant safety interfaces
- The staffing plan of the system safety organization for the duration of the contract
- The procedures by which the contractor will integrate and coordinate the system safety efforts

Block 7, PREPARATION INSTRUCTIONS (Continued)

- The process by which contractor management decisions will be made
- Who/Organization that does the work
- Organization that approves the work internally
- Organization that receives the work
- How the contractor will interface with the Service Team and FAA ATO System Safety Working Group (SSWG)

7.3.3 Program Milestones: Briefly describe the safety tasks and products. Include a program schedule (e.g., Gantt chart) of the safety tasks, including start and completion dates, reports, design reviews, and estimated staff loading.

7.3.3.1 Work Products: Describe work products (e.g., Preliminary Hazard Analysis, Subsystem Hazard Analysis, System Hazard Analysis, and Operating and Support Hazard Analysis).

7.3.4 Requirements and Criteria: Describe the Safety Performance Requirements (performance requirements can be stated using, e.g., qualitative values, accident risk values, or standardized values); Safety Design Requirements (the program team should establish specific safety design requirements for the overall system) and required documentation (include description of risk assessment procedures (types of analyses to be performed) and safety precedence (the method of controlling specific unacceptable hazards); and in accordance with the NAS SEM, Section 4.3.

7.3.5 Hazard Analyses: Describe the specific analyses to be performed during the program. The analysis techniques and formats should be qualitative or quantitative to identify risks, their hazards and effects, hazard elimination, or risk reduction requirements, and how these requirements are to be met, in accordance with the SRMGSA.

7.3.6 Safety Data: Provide a list of system safety tasks, contract data requirements list (CDRL) having safety significance, and the requirement for a contractor system safety data file. The data in the file is not deliverable but is to be made available for the procuring activity's review on request.

7.3.7 Safety Verification: Describe the safety verification test and/or assessment program to be used to demonstrate the safety verification process, in accordance with SEM, Section 4.12.

7.3.8 Audit Program: Describe the techniques and procedures to be used for the audit program.

7.3.9 Training: Once the hazards related to training have been identified, describe the procedures to be applied in training operator, maintenance, and test personnel.

7.3.10 Accident/Incident Reporting: Describe the details and timing of the notification process for the program and the method of ensuring that the incidents/accidents are translated to hazards. Once the hazards are identified, they must be incorporated into a hazard tracking system.

7.3.11 Interfaces: Describe the requirements used to coordinate all the different interfaces of the contract, in accordance with SEM, Section 4.7.

DATA ITEM DESCRIPTION

1 TITLE

System Safety Hazard Analysis – Change Proposals

2 IDENTIFICATION NUMBER

DUATS-SAFT-107

3 DESCRIPTION/PURPOSE

3.1 THE SYSTEM SAFETY HAZARD ANALYSIS (SHA) is a safety risk assessment of a system that analyzes the interfaces of a system with other systems, as well as the interfaces between the subsystems of the system under study. The SHA should begin as the system design matures and should be updated until the design is complete. The SHA is used to both identify new requirements and to support the validation and verification of existing requirements.

4 APPROVAL DATE (YYYY/MM/DD)	5 OFFICE OF PRIMARY RESPONSIBLILITY (OPR)
	ATO-S

6 APPLICATION/INTERRELATIONSHIP

6.1 This Data Item Description (DID) contains the format and content preparation instructions for the SHA.

7 PREPARATION INTRUCTIONS

7.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract and in accordance with the NAS Modernization System Safety Management Program (SSMP) in the Acquisition Management System FAST Toolset.

7.2 Format. The SHA format shall be "contractor selected" from either the narrative or tabular styles, as defined in the SSMP, Appendix F. Unless the effective presentation would be degraded, the initially selected format must be used for all subsequent submissions.

7.3 Content. The SHA identifies and evaluates hazards of the system and its interfaces (both internal and external) and its impact on each subsystem of the system. The subsystems identified as part of the Sub-System Hazard Analysis (SSHA) perform a review as part of the SHA. This review should identify, and assess as applicable, any new information evolving from changes that may have occurred to the subsystem since completion of the respective SSHA. For each of the final subsystems to be included as part of the SHA, discuss the hazards identified at the interfaces between those subsystems and externally between the system under study and other systems that interface with it. Identify the safety requirements that need to eliminate or control the identified hazards, and the associated risk. The SHA shall contain the items listed in 7.3.10. In addition, each hazard identified, shall be listed in either narrative or tabular worksheets (see the SSMP, Appendix F) that contain, at a minimum, the information described in 7.3.1 through 7.3.9, which shall be included for each identified hazard:

7.3.1 Hazard Number: The hazard identifying numbers will be used to track hazards through validation and verification process to closure. Unique identifying numbers shall be created and marked for individual hazards, or number sequences created for clustered or hazard subsets, and be in accordance with the SSMP Appendix F.

7.3.2 Hazard Title: A brief statement describing the hazard, which is in accordance with SSMP, Section 4.0.

7.3.3 Hazard Description: A complete statement describing the hazard. The FAA NAS Modernization System Safety Handbook, Section 4, defines a hazard as "...anything real or potential that could make possible or contribute to an accident." A hazard is the potential for bringing about an adverse event that occurs as a result of the cause(s).

7.3.4 Cause(s): The initiating event(s) and/or action(s) that trigger a hazard, in accordance with the SSMP, Section 4.0.

7.3.5 System State: The assumed ambient and operational environmental conditions in which the system being examined exists. System state is described for each individual hazard associated with the system (e.g., adverse weather and lighting conditions, such as day, dusk, and night). The system state will also include the activity under which the harm may occur (e.g., storage, shipping, installation, testing, maintenance, replacement, decommissioning, or phase of flight, such as en route or taxiing). At a minimum, each hazard must be evaluated for risk in the worst credible system state. Other less critical system states may be evaluated if time permits, but the worst credible system state shall be considered for all hazards at a minimum. A "worst credible" system state assumes the most dangerous (supported by the facts) conditions under which the hazard is postulated to occur, and in accordance with the SSMP, Section 4.0.

7.3.6 Risk/RAC: A Risk/Risk Assessment Code (RAC) must be determined for each hazard. The RAC is the composite of severity and likelihood of the outcome/effect of the hazard in the worst credible system state. The composite risk is based on consideration of both existing and recommended requirements and is in accordance with the SSMP, Section 4.0.

7.3.7 Possible Effect: The potential harmful result of the hazard event as it could occur in the defined system state and which is in accordance with the SSMP, Section 4.0.

7.3.8 Safety Requirements: The recommended safeguards, safety features, protective devices, warnings, training, and procedures that control or eliminate risk. Risk safety requirements are determined by an acceptable order of precedence that defines preferred control methodologies in descending order of acceptance. See the SSMP for examples of acceptable Orders of Precedence. In accordance with the NAS Systems Engineering Manual (SEM), Section 4.3; and the SSMP, Section 4.0, safety requirements can be either:

(1) Existing: Safety requirements that exist currently in the FAA (e.g., controls that were previously defined in prior analyses). (Every building or structure equipped for artificial illumination shall be provided with adequate and reliable illumination at all exit facilities (Ref. CFR 1910.36 (b)(6)); or,

(2) Recommended: Safety requirements that do not currently exist but are assumed to be accepted, implemented, and in place for the hazard sequence.

7.3.9 Comments: Reserved for relevant comments on the hazard. The comments provide either additional information/or clarification of the hazard, conditions, or safety requirements.

7.3.10 System Safety Hazard Analysis Report: The analysis data must be entered into an analysis report, incorporating the following form and content:

System Hazard Analysis Report Format

The System Hazard Analysis Report must contain the following sections:

1.0 Executive Summary: Provide a brief description of the scope of the analysis. A summary of the analysis findings including the total number of hazards with a break down by high, medium, and low risk hazards, any issues, a list of the recommended requirements, and the identification of potential external program hazards.

2.0 Introduction: Provide the purpose for the analysis, including the scope, the expected benefit, and the target audience.

3.0 System Description: This section may be developed by referencing other program documentation such as technical manuals, system specifications, system requirements, mission needs statement, concept of operations, etc., and shall be in accordance with the System Engineering Manual (SEM) under Operational Services and Environmental Description (OSED), Sections 4.4 and 4.7. Include a description of System Special Characteristics such as references to analytical studies or other data (safety, reliability, availability, relevant industry information, FAA databases, etc.).

4.0 Analysis Methodology: Include the technical approach used in performing the analyses (PHA, SHA, N^2, Fault Tree Analysis (FTA), Functional Flow Block Diagrams, etc.).

4.1 Assumptions and Caveats: Explain the assumptions used in developing the analysis. (e.g. worst-case potential effects determining severity of consequence and probability of occurrence, or any other presumed items), in accordance with the System Safety Management Plan (SSMP), section 4.0.

4.2 Hazard Model: Explain the methodology used to identify the hazards (i.e., hazards, system state(s), and potential effects). Section 4.0 of the SSMP provides guidance on the use of the hazard model. It is imperative that quantifiable / semi-quantifiable data be researched.

4.3 Risk Determination: Describe the method of risk determination of the hazards that were analyzed. The risk must determine two factors: the severity of consequence and the probability of occurrence (refer to the SSMP, section 4.0). Include quantifiable / semi-quantifiable data as rationale, when available. Include current risk and predicted residual risk as defined in the SSMP.

5.0 List of Safety Requirements: Provide a table of the identified existing solutions and the recommended requirements, as described in section 4.3 of the SEM. Include in the table a corresponding relevant column that displays any test data, demonstration(s), physical inspection(s), and / or other means of proof of validation and / or verification of the existing solutions and the recommended requirements. Recommended requirements must be void of solutions.

6.0 Summary of Conclusions: Provide a concise summary of the hazard analysis findings and recommendations. Provide a graphical representation of the hazard breakdown plotted on the Risk Assessment Table; see the example in appendix G of the SSMP. Quantifiable / semi- quantifiable data is the accepted method to determine rationale for ranking risk.

7.0 Recommendations: Provide a summary of why the recommended safety requirements need to be implemented. Summarize why existing solutions are required to be compliant (both regulatory and from a safety perspective).

8.0 References / Bibliography: Detail the documents used as guidance and reference for performing the analysis.

9.0 APPENDICES: Provide the analytical / technical references (i.e., specifications, requirement documents, statements of work, etc.), used in developing the analysis. Also include definitions, abbreviations, N^2 diagram(s), functional analysis, FTA, PHA or SHA worksheets, signed statements of the transfer of external risk, bow-tie models, or any other relevant safety information.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Event Reconstruction Report	**DUATS-MGT-001**

3. DESCRIPTION/PURPOSE

3.1 The report must include all available event reconstruction data from the time of log-in up to and including log-off.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 The data must be provided as identified in FAA-Order-8020.16.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 FORMAT AND CONTENT: The data must be in chronological order. Each time must be listed on a separate line.

10.2 The report must include all events from the time of log-in until time of log-off. Graphics must be identified, but not provided as part of the report.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Government Furnished Information Deficiency Report	**DUATS-MGT-002**

3. DESCRIPTION/PURPOSE

3.1 The Government Furnished Information (GFI) Deficiency Report received from a contractor advises the Government of the potential impact of deficient information. Deficiencies include illegible, inconsistent, defective, non-usable, late and non-delivered information that will prevent the contractor from proceeding with work.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This data item description (DID) contains the format and content preparation instructions for the product generated by the specific and discrete tasks requirement as delineated in the contract.

7.2 The GFI deficiency report is applicable to contracts where GFI is being delivered to a contractor.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 Format. The report must be in contractor's format.

10.2 Content. The report must contain the following:

- 10.2.1 Title. Government Furnished Information (GFI) Deficiency Report.
- 10.2.2 Serial No. A sequential number assigned by the contractor to uniquely identify each particular report.
- 10.2.3 Program/project title. The title of the program or project related to the particular procurement and identified by cognizant office designator.
- 10.2.4 PIIN. Procurement instrument identification number (PIIN), contractor number, or other appropriate designation.
- 10.2.5 Contractor. Name of contractor submitting the report.
- 10.2.6 System/item designation. The unique identifying number of the system or equipment, or both.
- 10.2.7 Data description. The official title, or a brief description of the data.
- 10.2.8 Document number. The specific number of the document, or other appropriate designation
- 10.2.9 Deficiencies. Error, defect, or delinquency information incident to shipment.
- 10.2.10 Impact and action taken. A description of the impact on meeting cost, schedule, and technical requirements, and action taken or proposed to alleviate impact of the deficiency.
- 10.2.11 Prepared by and date. The report must be signed and dated by the person responsible for preparing the report.
- 10.2.12 Approved by and date. The approval signature of the contractor's representative authorized to sign documents and the date assigned.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
DUAT User's Guide	**DUATS-MGT-004**

3. DESCRIPTION/PURPOSE

3.1 The User's Guide contains general and procedural information to permit effective use of the system. It will be used by the government user as guidance to actions necessary to operate the system.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-R	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 A copy of the reference document cited below may be obtained as specified in the contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 Reference document. The applicable issue of the document cited herein, including its approval date and dates of any applicable revisions and changes, must be as specified in the contract.

10.2 Format and content. The User's Guide must contain the following information in a format provided by the Offeror.

(a) Table of contents.

(b) Complete description of all commands (except "Help" commands) from Log-on through Log-off including:
- (1) Command name
- (2) Command Syntax/Mnemonic plus optional fields and qualifiers
- (3) Description of each input option and its meaning.
- (4) Figures showing images of each menu, function key assignment, window icon, or other command entry option.
- (5) Step-by-step instructions for the execution of each command.
- (6) Example command sequences for each command.

(c) Complete description of all outputs (except "help" related) to Users including (for these outputs assume the highest resolution color monitor supported):
- (1) An example figure for each weather, flight plan, or other product displayable to users.
- (2) Figures/Tables showing all possible user prompts and their meanings.
- (3) Figures/Tables showing all possible error/alarm/alert messages and their meanings and user options.
- (4) Figure/Table showing all possible continuous display messages and their meanings.

(d) Complete description of on-line "Help" capability offered including, as applicable:
- (1) General Help.
- (2) Context Sensitive Help.
- (3) Help Search.
- (4) Tutorial Help.
- (5) Examples of the Output displayed to users for each of a-d above.

(e) Function/Command Index. Alphabetical listing of Functions/Commands and location in the User's Guide.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Status, Management Monthly Operations Statistics Report	**DUATS-MGT-006**

3. DESCRIPTION/PURPOSE

3.1 The Contractor's Progress, Status, and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-R	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

7.2 This DID may be applied in any contract and during any program phase.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 Reporting Period.

The contractor must report service availability for the previous 30 day period. This report must show all reportable interruptions in service. It must be separated into two categories: Interruptions caused by the contractor's equipment and interruptions caused by GFI.

10.2 Report Content

The contractor must compile, total and report the following statistics on a monthly basis.

- Data cut off must be at the end of the Contractor (s) fiscal month.
- Provide operations statistics by day and month
- Show totals for year to date
- Include Geographic distribution of services.

10.3 The contractor must report the number of registered users on a quarterly basis.

DUAT Activity Statistics

The contractor must report the following daily (ending at 2395 UTC) DUAT Service activity and operations statistics The data must be provided in electronic (hardcopy optional) format All times must be reported in UTC

10 1 1 Monthly report

The contractor must report the following statistics on a monthly basis

- a Number of transactions (daily and hourly)
- b Mean transaction time (daily and hourly)
- c * Peak number of simultaneous transactions (hourly)
- d Number of flight plans filed (daily)
  - 1 IFR
  - 2 ICAO
- e Number of flight plans amended (daily)
  - 1 VFR
  - 2 IFR
  - 3 ICAO
- f Number of flight plans canceled (daily)
  - 1 VFR
  - 2 IFR
  - 3 ICAO
- g Number of flight plans accepted (daily)
  - 1 VFR
  - 2 IFR
  - 3 ICAO
- h Number of flight plans rejected (daily)
  - 1 VFR
  - 2 IFR
  - 3 ICAO

10 4 Report Format

The contractor must report the following daily (ending at 2359 UTC) DUAT Service activity and operations statistics The data must be provided in electronic format All times must be reported in UTC

- a Number of transactions (daily and hourly)
- b Mean transaction time (daily and hourly)
- c * Peak number of simultaneous transactions (hourly)
- d Number of flight plans filed (daily)
  - 1 IFR
  - 2 ICAO
- e Number of flight plans amended (daily)
  - 1 VFR
  - 2 IFR
  - 3 ICAO
- f Number of flight plans canceled (daily)
  - 1 VFR
  - 2 IFR
  - 3 ICAO
- g Number of flight plans accepted (daily)
  - 1 VFR
  - 2 IFR
  - 3 ICAO

10. PREPARATION INSTRUCTIONS - Continued

h. Number of flight plans rejected (daily)
   1. VFR
   2. IFR
   3. ICAO

i. Number of flight plans with errors (daily)
   1. VFR
   2. IFR
   3. ICAO

j. Number of VFR flight plans closed (daily)

k. Weather briefing statistics
   1. Number of standard weather briefings
   2. Number of abbreviated weather briefings
   3. Number of outlook weather briefing
   4. Number of requests for collectives

l Graphic Statistics (daily)
   1. Total requests for graphics
   2. Total number of graphic products downloaded
   3. total for each individual graphic product downloaded

m. Average number of error messages per transaction (daily)

n. * Number of connections denied as a result of incorrect log-on (daily)

o. * Number of calls to the Help Desk (daily)

p. * Average length of a call to the Help Desk (daily)

q. * Number of Search and Rescue requests (daily)

r. * Number of event reconstruction requests processed (daily)

s. * Number of unique user log-ins (daily)

t. ** Number of transactions accessing on-line help (hourly)

u. ** Average time spent in on-line help (daily)

v. Number of Internet transactions (daily)

NOTES: * Interactive maintained as single statistics.
** Maintained only for interactive transactions.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Change Proposals	**DUATS-MGT-007**

3. DESCRIPTION/PURPOSE

3.1 A Change Proposal is used to propose changes which affect the provision or functioning of DUAT Service or which have the potential for affecting the NAS. It includes proposals which may become NAS Change Proposals (NCPs) and those which may become Engineering Change Proposals (ECPs) at the discretion of the FAA.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-R	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains preparation instructions for Change Proposals submitted IAW FAA Order 1800.66, Configuration Management Policy.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
	FAA Form 1800-2	

10. PREPARATION INSTRUCTIONS

10.1 All Change Proposals must be submitted on FAA Form 1800-2 prepared IAW FAA Order 1800.66.

10.2 Change Proposals must include documents such as specifications, interface control documents, test plans, and test procedures as appropriate to the type of change requested.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Facility Performance Statistics	**DUATS-MGT-009**

3. DESCRIPTION/PURPOSE

3.1 The purpose of this DID is to facilitate the collection and reporting of Facility Performance Statistics related to the maintenance of QICP status and user complaints regarding the DUATS service. These collection and reporting requirements are based on FAA Advisory Circular 00-62, "Internet Communications of Aviation Weather and NOTAMS."

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 Facility Performance Statistics reports are used to demonstrate a QICP's ongoing maintenance of QICP status by collecting facility performance statistics and providing them to ARS-200 semiannually or upon request (e.g., following ARS-200 receipt of a user Quality of Service (QOS) complaint).

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 Facility Performance Statistics reports must be prepared in accordance with the requirements contained in FAA Advisory Circular 00-62, "Internet Communications of Aviation Weather and NOTAMS."

10.2 Contractor Format is acceptable.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
QICP Certification Application Package	**DUATS-MGT-010**

3. DESCRIPTION/PURPOSE

3.1 This Data Item Description (DID) provides the format and content instructions for preparation of the Application Package (letter and attachments) required to be certified as a FAA Qualified Internet Communication Provider (QICP). This certification is a mandatory pre-requisite to providing DUATS services.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-4	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID invokes mandatory compliance with FAA Advisory Circular 00-62, Internet Communications of Aviation Weather and NOTAMS, in preparing and delivering to the FAA the data required for certification as a QICP.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
N/A		

10. PREPARATION INSTRUCTIONS

10.1 The QICP Certification Application Package must be prepared in accordance with the instructions contained in FAA Advisory Circular 00-62.

10.2 Except as otherwise specified in FAA Advisory Circular 00-62, the use of Contractor format is permitted.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
System Security Plan (SSP)	**DUATS-SE-001**

3. DESCRIPTION/PURPOSE

3.1 The DUATS System Security Plan (SSP) must document the information system components, operational environment, sensitivity and risks, and detailed, cost effective measures used to protect the DUATS Service.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 FAA Order 1370.82 requires the development of an SSP. This Data Item Description (DID) contains the content preparation instructions for the System Security Plan requirements under this contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b CDRL NUMBER
N/A		

10. PREPARATION INSTRUCTIONS

10.1 The System Security Plan must be prepared in accordance with the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-18, Revision 1, "*Guide for Developing Security Plans for Federal Information Systems*" and templates provided by the FAA Information System Security Program Office.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
System Characterization Document (SCD)	**DUATS-SE-002**

3. DESCRIPTION/PURPOSE

3.1 The DUAT Service System Characterization Document (SCD) documents the system description, including the system overview and mission; system architecture; hardware and software; internal and external connectivity; and system data/information types, sensitivity, and criticality. The system characterization is included as part of the DUAT Security Authorization.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 FAA Order 1370.82 requires the development of a System Characterization. This Data Item Description (DID) contains the content preparation instructions for the System Characterization requirements under this contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b CDRL NUMBER
N/A		

10. PREPARATION INSTRUCTIONS

10.1 The System Characterization Document (SCD) must be prepared in accordance with the instructions contained in NIST SP 800-30, "*Risk Management Guide for Information Technology Systems*" and templates provided by the FAA Information System Security Program Office.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Privacy Threshold Analysis	**DUATS-SE-003**

3. DESCRIPTION/PURPOSE

3.1 The Contractor must conduct a Privacy Threshold Analysis (PTA) utilizing the U.S. Department of Transportation's PTA Template.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the content preparation instructions for the Privacy Threshold Analysis (PTA) requirements under this contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b CDRL NUMBER
N/A		

10. PREPARATION INSTRUCTIONS

10.1 The Privacy Threshold Analysis (PTA) must be completed in accordance with the instructions contained in the U. S. Department of Transportation Template.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Privacy Impact Assessment	**DUATS-SE-004**

3. DESCRIPTION/PURPOSE

3.1 The Contractor must conduct a Privacy Threshold Analysis (PTA) utilizing the U.S. Department of Transportation's PTA Template. The Contractor must also conduct a Privacy Impact Assessment (PIA) in accordance with the FAA's Privacy Office's PIA template.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the content preparation instructions for the Privacy Impact Assessment requirements under this contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b CDRL NUMBER
N/A		

10. PREPARATION INSTRUCTIONS

10.1 The Privacy Impact Assessment (PIA) must be completed in accordance with the instructions contained in the FAA Privacy Office's PIA template.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Information System Contingency Plan (ISCP)	**DUATS-SE-005**

3. DESCRIPTION/PURPOSE

3.1 The Information System Contingency Plan (ISCP) identifies recovery goals, actions, and points-of contact (POCs) for service restoration following a major system outage. This ISCP is based on National Institute of Standards and Technology (NIST) Special Publication 800-34 Contingency Planning Guide for Information Technology Systems. The ISCP is included as part of the DUAT Security Authorization.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 FAA Order 1370.82 requires the development of a Information System Contingency Plan (ISCP). This Data Item Description (DID) contains the content preparation instructions for the Information System Contingency Plan (ISCP) requirements under this contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b CDRL NUMBER
N/A		

10. PREPARATION INSTRUCTIONS

10.1 The Information System Contingency Plan (ISCP) must be prepared in accordance with NIST SP 800-34, Revision 1, "*Contingency Planning Guide for Information Technology Systems*" and FAA Information System Security Program Office templates.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Information System Contingency Plan (ISCP) Test Plan and Results Report	**DUATS-SE-006**

3. DESCRIPTION/PURPOSE

3.1 The Information System Contingency Plan (ISCP) Test Plan and Results Report identifies the system to be tested, the approach used for testing, the testing team, and the results of the testing activity. Title III of the E-Government Act (Public Law 107-347), entitled the Federal Information Security Management Act (FISMA) of 2002, requires each federal agency to conduct periodic testing and evaluation of the effectiveness of its information security policies, procedures, practices, and security controls to be performed with a frequency depending on risk, but no less than annually. The ISCP Test Plan and Results Report are included as part of the DUATS Security Assessment.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	AJR-B	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 FAA Order 1370.82 requires the development of a Information System Contingency Plan (ISCP) Test Plan and Results Report. This Data Item Description (DID) contains the content preparation instructions for the Information System Contingency Plan (ISCP) Test Plan and Results Report under this contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b CDRL NUMBER
N/A		

10. PREPARATION INSTRUCTIONS

10.1 The Information System Contingency Plan (ISCP) Test Plan and Results Report must be prepared in accordance with NIST SP 800-34, Revision 1, "*Contingency Planning Guide for Information Technology Systems*" and FAA Information System Security Program Office templates.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Operational Capability Demonstration (OCD) Plan & Procedures	**DUATS-TST-001**

3. DESCRIPTION/PURPOSE

3.1 The Operational Capability Demonstration (OCD) Plan & Procedures describes the planning and preparation activities required prior to the OCD, the demonstrations to be accomplished, how they will be executed, and how demonstration results will be reported.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-P	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID contains instructions for the preparation of the OCD Plan and Procedures required by SOW Section C.8, Test and Evaluation.

7.2 The OCD Plan & Procedures address the service requirements of FAA-E-2901C.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 SCOPE. The OCD Plan and Procedures must show how the OCD will provide the Government an accurate demonstration of the contractor's service and the system it will used to provide that service. Details within the OCD Plan & Procedures must be sufficient to enable the Government to determine the adequacy of the demonstration methods and to determine the limitations of the OCD. Specific methods for performance measurement must be included.

10.2 Format. The OCD Plan & Procedures must include the sections listed below at a minimum.

10.2.1 Table of Contents containing paragraph titles and page numbers. Illustrations, tables, and figures are to be listed separately.

10.2.2 Introduction providing an overview and brief description of the demonstration, its objectives, its scope, and its limitations.

10.2.3 Reference documents containing a list of documents referenced in the OCD Plan & Procedures and other documents needed to implement DUAT Service

10.2.4. Description of the DUAT Service system to be demonstrated and how it will be used in its operational environment This section must include a general description of the system including the operations and maintenance concepts.

10.2.5. Interfaces overview providing a functional description of the demonstration system interfaces.

10.2.6. Demonstration description of the planned events including:

10.2.6.1 Approach and Concept
10.2.6.2 Evaluation Approach, including analysis methods, reporting procedures and evaluation criteria
10.2.6.3 Demonstration Requirements Summary
10.2.6.4 Performance Thresholds
10.2.6.5 Previous Activities affecting the OCD
10.2.6.6 Demonstration Environment including location, proposed times, and constraints
10.2.6.7 Roles and Responsibilities of the contractor's OCD organization and names of management personnel
10.2.6.8 Initial Setup Configuration
10.2.6.9 Demonstration Procedures containing the following information:
a) An action step for each procedure with the expected response to the action.
b) An exception to actions steps in instructions to the demonstrator.
c) The demonstrated requirement listed next to the step.
d) Demonstration procedures written in logical units of work to facilitate the resumption of demonstrations after scheduled or unscheduled interruptions.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Operational Capability Demonstration (OCD) Report	**DUATS-TST-002**

3. DESCRIPTION/PURPOSE

3.1 The Operational Capability Demonstration (OCD) Report documents the results of the contractor's OCD. It identifies and evaluates discrepancies between expected and actual demonstration results.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-P	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID contains instructions for the preparation of the OCD report required by SOW Section C.8, Test and Evaluation.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 SCOPE: The OCD Report documents the results of the OCD.

10.2 FORMAT: The OCD Report must include the sections listed below as a minimum.

10.2.1 Executive Summary of the OCD report for a management audience. It must include background information on the purpose of the OCD, highlights of the results, and significant conclusions.

10.2.2 Table of Contents containing paragraph titles and page numbers. Illustrations, tables, and figures are to be listed separately.

10.2.3 Purpose and Scope of the report.

10.2.4 Reference Documents used in the development of the report

10.2.5 System Description containing the following paragraphs.

10.2.5.1 System mission and functions.
10.2.5.2 Demonstration system configuration
10.2.5.3 Demonstrated interfaces

10.2.6 Demonstration Description with details of how each demonstration was conducted. The following information must be provided for each demonstration activity.

10.2.6.1 Description of the demonstration, including as-run procedures and a discussion concerning any changes to planned procedures or system configuration.
10.2.6.2 Results and Evaluation, including a copy of the demonstration logs.
10.2.6.3 Conclusion

10.2.7 Summary of Conclusions

10.2.8 Recommendations

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Hardware/Software Modification Test Plan	**DUATS-TST-004**

3. DESCRIPTION/PURPOSE

3.1 The Test Plan provides detailed planning information for tests to be conducted by the Contractor.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-P	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 A separate test plan must be prepared for each test identified in the system specification and contract statement of work.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 SCOPE. The test plan must include detailed planning information for test conduct. Information must be to the level necessary to show adequacy of the test methods and test limits. Specific methods for performance measurement must be included.

10.2 Format. The test plan must be prepared in accordance with AMS Test and Evaluation Process Guidelines, Appendix C-5 (Content and Format of Format of Development Test (DT) and Production Acceptance Test (PAT) Plans).

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Hardware/Software Modification Test Procedures	**DUATS-TST-005**

3. DESCRIPTION/PURPOSE

3.1 This document provides the detailed procedures by which each contractor-conducted test is to be accomplished.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-P	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 A separate test procedure must be prepared for each test to be conducted by the Contractor.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 Scope. The test procedure must include the detailed procedures and background information required for the conduct of a specified test.

10.2 Format. The test procedure must be prepared in accordance with AMS Test and Evaluation Process Guidelines, Appendix C-6 (Content and Format of Development Test (DT) and Performance Acceptance Test (PAT) Procedures)

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
Hardware/Software Modification Test Report	**DUATS-TST-006**

3. DESCRIPTION/PURPOSE

3.1 Test Reports document the results of tests. They are used to identify and evaluate discrepancies between expected and actual test results.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
	ATO-P	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 The Test Report must be prepared in accordance with AMS Test and Evaluation Process Guidelines, Appendix C-7 (Content and Format of Development Test (DT) and Performance Acceptance Test (PAT) Reports).

11. DISTRIBUTION STATEMENT